

ATTACHMENT 2

MANAGER
~~CITY ADMINISTRATOR~~
PERFORMANCE EVALUATION

This form shall be completed by each member of the ~~Board~~ ^{Council} to evaluate the City ~~Administrator's~~ ^{Manager's} performance in each of the areas noted below. Performance levels can be noted, based on the following scale:

- 1 = Poor (rarely meets expectations).
- 2 = Below average (usually does not meet expectations).
- 3 = Satisfactory (meets performance expectations).
- 4 = Above average (generally exceeds performance expectations).
- 5 = Excellent (almost always exceeds expectations and performs at very high standard).

Each member of the ~~Board~~ ^{Council} should sign the form and forward it to the Mayor, who will be responsible for compiling the comments.

EVALUATION PERIOD: _____ TO: August 10, 2015

1. PERSONAL

- 5 Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- 4 Composure, appearance, and attitude fitting for an individual in ~~his~~ ^{her} executive position.

2. PROFESSIONAL SKILLS AND STATUS

- 4 Knowledgeable of current developments affecting the management field and affecting city governments.
- 4 Respected in management profession.
- 2 Has a capacity for and encourages innovation.
- 3 Anticipates problems and develops effective approaches for solving them.
- 4 Willing to try new ideas proposed by ~~Board~~ ^{Council} Members or staff.

3. RELATIONS WITH MAYOR/~~BOARD OF ALDERMEN~~ ^{CITY COUNCIL}

- 3 Carries out directives of the ~~Board~~ ^{Council} as a whole rather than those of any one ~~Board~~ ^{Council} member.
- 4 Assists the ~~Board~~ ^{Council} on resolving problems at the administrative level to avoid unnecessary ~~Board~~ ^{Council} action.
- 3 Assists the ~~Board~~ ^{Council} in establishing policy, while acknowledging the ultimate authority of the ~~Board~~ ^{Council}.
- 5 Responds to requests for information or assistance by the ~~Board~~ ^{Council}.
- _____ Informs the ~~Board~~ ^{Council} of administrative developments.

RUB

4

Receptive to constructive criticism and advice.

4. POLICY EXECUTION

3

Implements ~~Board~~ ^{COUNCIL} action in accordance with the intent of the ~~Board~~. ^{COUNCIL}

3

Supports the actions of the ~~Board~~ ^{COUNCIL} after a decision has been reached.

3

Enforces City policies.

4

Understands City's laws and ordinances.

2

Reviews enforcement procedures periodically to improve effectiveness.

2

Offers workable alternatives to the ~~Board~~ ^{COUNCIL} for changes in the law when an ordinance or policy proves impractical in actual administration.

5. REPORTING

5

Provides the ~~Board~~ ^{COUNCIL} with reports concerning matters of importance to the City.

4

Reports are accurate and comprehensive.

3

Reports are generally produced through own initiative rather than when requested by the ~~Board~~. ^{COUNCIL}

5

Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the ~~Board~~. ^{COUNCIL}

6. CITIZEN RELATIONS

5

Responsive to complaints from citizens.

4

Dedicated to the community and its citizens.

3

Skillful with the news media, avoiding political positions and partisanship.

4

Has the capacity to listen to others and to recognize their interests—works well with others.

5

Willing to meet with members of the community to discuss their real concerns.

3

Cooperates with neighboring communities.

3

Cooperates with the County, State, and Federal governments.

5

Cooperates with other organizations within the City, such as Chamber, School Districts, and ~~Water District~~. ^{CLEVELAND UTILITIES}

7. STAFFING

2

Recruits and retains competent personnel for City positions.

3

Aware of staff weaknesses and works to improve their performance.

3

Accurately informed and concerned about employee relations.

2

Professionally administers the merit system.

RLB

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8. SUPERVISION

- 3 Encourages Department Heads to make decisions within their own jurisdictions without City Administrator approval, yet maintains general control of administrative operations.
- 3 Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- 3 Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Administrator's office.
- 2 Evaluates personnel periodically, and points out management weaknesses and strengths.

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by the Board.
- 5 Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- 5 Prepared budget is in an intelligent but readable format.
- 5 Possesses awareness of the importance of financial planning and control.

10. What would you identify as the results achieved during the evaluation period as representative of the strengths of the City Administrator?

The City of Cleveland is in a sound financial position as a direct result of the skill and expertise of Janice Casteel, our City Manager. Janice's skill in "handling the money" has resulted in Cleveland having one of the lowest property tax rates for a city our size with a K-12 school system in the State of Tennessee.

Our City Manager was also instrumental in convincing our citizens that approval of the one half cent sales tax increase was a fair and equitable alternative to a property tax increase.

Janice Casteel is a very personable and likeable City Manager. She meets with the public — our citizens — and effectively implements the policy established by the City Council.

PLB

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the City Administrator to improve these areas?

In my opinion, our personnel department needs some work. As we all know, our City has received an enormous amount of negative attention as a result of problems in our Police Department. Our consultant, Larry Wallace, has effectively identified areas that need the immediate attention of the Council and our City Manager.

During my personal interview/evaluation with Janice last week, I encouraged her to promote based upon performance and merit rather than friendships and past associations.

Signature:

Richard L. Souler

Date:

August 10, 2015

I also encouraged Janice to become more engaged with our County Mayor and County Commission on joint endeavors such as animal control and fire protection for our citizens. Our citizens do not need to pay for duplication of services when consolidation of those services would be cost effective.

I, in addition, encouraged Janice to be more of a visionary. I suggested that, in my opinion, she sometimes gets overwhelmed with the time consuming day to day operations and needs to spend time on directing our City's resources to long range planning and development.